



Office of the City Clerk

Weekly Report – for Week Ending April 24, 2015

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

City Primary/General 2015 Elections:

Poll Worker Recruitment and Training - 1,621 poll workers have been recruited of the 2,644 required (61.3%). Poll worker training started this week.

Vote-By-Mail (VBM) - 304,393 VBM ballots were mailed to permanent VBM voters and 1,260 to individual requestors.

Official Sample Ballots - English and non-English Official Sample Ballots were mailed to voters.

Outreach - Staff attended 11 events which resulted in recruiting one poll worker and registration of 18 voters. The quarterly Los Angeles Votes Committee (LAVC) meeting with community organizations and voter engagement advocates was held.

Election Open Data - The March 2015 Election results and precinct mapping information have been uploaded into the City Open Data repository. The statement of votes cast election results detailed by precinct along with the voting precinct boundaries are also now available to the public through the City Open Data portal.

Polling Place Equipment Setup - The election setup files and all language recording files have been finalized and approved to be uploaded onto the Precinct Ballot Reader (PBR) and Audio Ballot Booth (ABB) voting equipment. The County will finalize the equipment this week in preparation for delivering to polling places.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	2/1
Number of Notices/Publications	5
Number of Contracts Attested	43
Number of Council Files Created	89
Number of Claims Received	97*
Number of Referrals	56
Number of Council Meetings	4
Number of Committee Meetings	6

Novus Electronic Document Submission - Since rolling out the system, 843 documents have been submitted electronically from 31 city departments.

Electronic Claim for Damages form - Of the 97 claims received this week, 59% or 57 claims were submitted electronically.

Neighborhood and Business Improvement Districts:

On April 19, 2015, Council adopted the reconfirmation of assessments for the Los Feliz, and Wilmington Business Improvement Districts; modification for the Arts District Los Angeles, and the Annual Planning Reports for the Brentwood Village, Canoga Park, Downtown Center, South Los Angeles Industrial Tract, and Sunset and Vine Business Improvement Districts.

TOP ITEMS

- **May 19 Election preparations underway**
- **March Election data available uploaded City Open Data repository**
- **Budget Hearings begin next week**



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Web Content Management - The content management system is being setup in preparation for the department's new Intranet page roll out in early May. Staff from all the divisions have been trained on uploading content to their division's webpage.

Records Destruction - Lists were prepared for two departments of 1,070 boxes of records in the City Records Center that are eligible for destruction. To date this calendar year, 39 departments have been notified. Reports and notifications will continue to be assembled.

Archives Research - The Division responded to two public records requests regarding street inspection records. The City Archives also assisted the Mayor's Office with research into the history of Griffith Park, the Greek Theatre, the Observatory, and Dodger Stadium.

Fiscal - The draft letter to the Budget & Finance Committee in response to the Mayor's Proposed Budget was submitted. Staff worked with the CAO's Office on the Year End Financial Status Report, and submitted the Local Business Preference Program Fiscal Year Reports to Bureau of Contract.

AB1290/Council - Staff received 1 contract allocation, 59 allocations of \$5,000 or less, has 11 new contracts and 1 amendment in process, executed one contract, closed out 2 contracts and processed 2 requests for payment.

General City Purposes - Staff received 59 GCP allocation requests, executed 1 contract and processed 25 invoices for payment.

Personnel - Staff held one New Hire Orientation; coordinated with Medical Services Division regarding the proper handling/destruction of terminated employee medical folders; work with City Clerk Divisions to achieve full compliance on DSW training requirement for as needed staff, and continued to work on various personnel issues, and worked with Ethics Commission to reach full compliance on annual 700 form filings.

ISSUES

Electronic Claims Form - The Cloud-based form application was not functioning properly over the weekend. The vendor, SeamlessDocs, was notified on Monday and they resolved the problem by the end of day. Staff had to manually forward all claims to City Attorney during the outage.

UPCOMING. . . .

Council Recess - Council in recess on Friday, April 24, 2015

Minimum Wage - Economic Development Committee to resume hearings on raising minimum wage on April 27, 2015.

Budget hearings - Begin Tuesday, April 28, 2015.